

Information Technology
Internet Navigation Communication Systems
Course Code # 3704
1 Credit

School Year _____

Term: ____ Fall ____ Spring

Prerequisites: Document Creation Design

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 58	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will examine basic communication components and the information processing cycle.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Analyze the various aspects of communication used in business.			
1.2	Dramatize the major types of verbal and nonverbal communication.			
1.3	Select and use modes of communication appropriate to specific situations.			
1.4	Examine and overcome barriers to different methods of communication.			

Standard 2.0 The student will examine and apply the fundamentals of electronic communications.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Appraise telecommunications and the impact on a global business society.			
2.2	Contrast and compare the evolving impact of telecommunications on business and the consumer.			
2.3	Illustrate the development of computer technology.			
2.4	Describe the types of voice communications used for personal and business use.			
2.5	Analyze the importance of rapid, secure and efficient data access and transmission.			
2.6	Examine the features of a telecommunications network.			
2.7	Evaluate the potential benefits and problems in the future of telecommunications.			
2.8	Demonstrate what the Internet is and its uses.			
2.9	Assess the structure of the Internet.			
2.10	Distinguish the impact of telecommunications on education.			

Standard 3.0 The student will demonstrate the use of a Web browser.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Illustrate the terminology used with Web browsers on the Internet.			
3.2	Formulate a list of resources using a Web browser.			
3.3	Surf several sites and add sites to your Favorites or Bookmark list.			
3.4	Explain security and ethics of the Internet/intranet.			
3.5	Summarize Internet citations relating to a concise topic.			

Standard 4.0 The student will use the writing process to create business documents to produce concise, effective and professional written communications.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Interpret the four basic activities in the pre-writing process (defining purpose, identifying audience, gathering information and organizing information).			
4.2	Establish a process for preparing business documents that includes a planning stage, writing stage, revising stage and proofreading stage.			
4.3	Write and design a document in a format (letter, memorandum, report, e-mail) that is appropriate for the type of correspondence.			
4.4	Write to inform, request, respond, sell and report.			

Standard 5.0 Students will demonstrate the use of communication methods such as e-mail, newsgroups, Usenet, mailing lists and chat rooms on the Internet/intranet.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Operate an e-mail account using folders and address books.			
5.2	Examine the terminology related to various communication methods.			
5.3	Demonstrate proper use of newsgroups, Usenet, mailing lists and chat rooms.			
5.4	Design electronic greetings.			
5.5	Research, evaluate and synthesize data from a variety of sources.			

Standard 6.0 Students will examine and utilize research tools.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Use various search engine resources and methodologies.			
6.2	Use online reference information sources.			
6.3	Use search engines to locate sites related to science, math, history, government and language topics.			
6.4	Search the Internet for occupational information sites.			
6.5	Search the Internet for various types of business and personal services.			
6.6	Assess the quality of information presented.			

Standard 7.0 The student will demonstrate the process for transferring (uploading and downloading) data files.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Differentiate between downloading and uploading.			
7.2	Compare and contrast shareware, freeware and limited use products.			
7.3	Recognize the types of files such as compression, decompression and self-extracting.			
7.4	Define how files are transferred between computers (file transfer protocol - ftp).			
7.5	Distinguish between copyrighted and non-copyrighted resources on the Web.			

Standard 8.0 The student will examine contemporary issues in business communication.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
8.1	Analyze factors involved in considering different or various points of view.			
8.2	Examine the nature of human need and its relationship to the communication process in an audience of two or more.			
8.3	Appraise ways a worker's interests and values relate to communication on the job.			
8.4	Evaluate the effect of ethics on communication in the workplace.			

Standard 9.0 The student will integrate all forms of communication in the successful pursuit of a career.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
9.1	Analyze personal interests, strengths and weaknesses as the first step in choosing a career.			
9.2	Research possible professions, demographic trends, industries and prospective employers.			
9.3	Use a variety of techniques to locate job leads and secure a job interview.			
9.4	Determine the appropriate length, format and content for a resume.			
9.5	Compose application letters.			
9.6	Write a complete resume of interests, skills and education.			

Standard 10.0 Students will demonstrate the ability to organize and maintain files.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
10.1	Identify drives, folders, directories and files (including network).			
10.2	Organize a computer by using several file management functions, such as sharing, moving, saving and deleting files.			

Standard 11.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
11.1	Demonstrate self-initiative through group projects.			
11.2	Examine the value of leadership skills.			
11.3	Illustrate image building and public relations techniques.			
11.4	Assess decision-making skills.			
11.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.			
11.6	Demonstrate parliamentary procedure skills through group activities.			
11.7	Analyze the goals and applies the principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: _____